

TECHNICAL INFORMATION**9. TECHNICAL INFORMATION.**

1. Following are the number and types of telephone lines currently in use in respective Publications Management areas:

LOCATION	Phones	NCOS 30	NCOS 60
Bldg 1101 Room 143	1	0	1
Bldg 1101 Room 144	1	0	1

2. Maintenance and management of publications and forms is at the base level for official publications and forms concerning KAFB. Editing, formatting, electronic tagging and translations using current AFDPO markup language requirements, applicability, design and legalities are services provided by Publishing Management.

3. Record sets of current publications are maintained in the in the office as active publications until they are either superseded or rescinded and become inactive. Obsolete forms are maintained in the office for one year and then destroyed. Air Force Manual (AFMAN) 37-139, Records Disposition Schedule, is the governing directive for disposition tables.

4. Currently the base bulletin is published weekly and contains information submitted by personnel base-wide. Items for the bulletin are received and approved by Publishing Management. Unofficial items submitted for publication are included in two consecutive bulletins. Official items either have an end-date with the request, or the requester states the need for the item to be published in a specified number of bulletins. Bulletins are posted on public folders each week.

5. Surge demands tend to occur prior to major base wide inspections conducted by higher headquarters conducted on a normal 24 month cycle.

6. Pure Edge is slated to replace JetForm Designer and Filler software as the DoD and USAF standard.